

Pandemic Planning
Stages of Pandemic and Library Procedures

Period	Level	Description	Procedures
Pre-pandemic	1	New influenza virus detected, no vaccination available, begins to spread among humans in a limited area.	Monitor information sources about the situation (CDC, institution), no changes to operations.
Pandemic alert	2	The virus poses a substantial risk of transmission, and spreads rapidly beyond the locality of origin. The public is informed that a new virus is successfully spreading.	Continue to monitor information sources, no changes to operations.
	3	The virus spreads globally, is transmitted quickly among humans, and creates widespread infection.	Develop/review pandemic plans and schedule a table-top exercise involving relevant personnel for dealing with the potential effects of the new virus (staff absences, limited hours of operation, closure due to social distancing measures). Update procedures as necessary. If feasible, enable connectivity for designated staff to online library resources from their homes. Create a prioritized list of supplies and order additional essential supplies, anticipating possible interruptions of service from vendors.
Pandemic	4	The WHO declares the virus to be a global pandemic.	<p>Managers meet to discuss strategies for:</p> <ol style="list-style-type: none"> 1. slowing the spread of the virus, and 2. dealing with a significant rate of staff absences <p>Based on existing variables, managers decide whether, when and how changes to operations will be made as the situation evolves. Measures intended to slow the spread of the virus may include reduction of hours of operation, closure of service desks, and removal of shared equipment in public areas. Anticipating staffing shortages, managers ascertain institutional and organizational personnel and staffing policies and procedures in order to continue to offer limited library services (e.g. time and leave requirements for faculty and staff to work from home, designating essential personnel, circumstances for which leave requests may or may not be approved.) Establish a deep chain-of-command so that if key library managers are ill and unable to perform their duties a structure for decision-making and communication can be maintained. Order any essential supplies that may be needed to fill possible shortfalls from vendors.</p>
	5	Virus becomes prevalent in the local community and authorities invoke measures in order to slow the spread of the virus. Operations may be affected by a significant rate of staff absenteeism.	Library managers comply with all directives from the institution about changes to operations resulting from the pandemic, adjusting operations and staffing patterns as the situation evolves. Measures to prevent spread of the virus may be enacted (see Level 4). Based on available staff, managers make decisions about who will work from home and during what hours, in order to provide limited patron services from off-site. Notify patrons of changes to library hours and availability of limited services from off-site. Edit the library's web page to show the status of operations and the services and resources available.